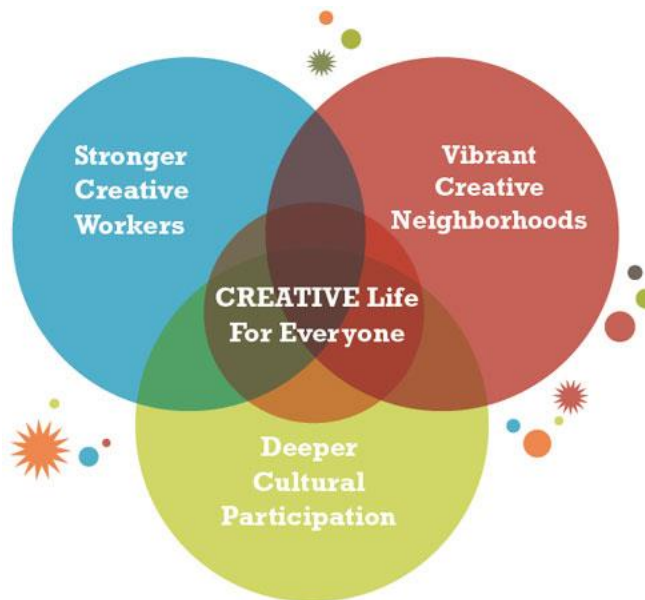




Funding Guidelines



THRIVE is a micro-funding program designed to build, strengthen, and cultivate communities in Nashville and Davidson County by supporting artist-led projects that encourage artistic and cultural experiences, community investment, and neighborhood transformation.

FY18 Funding Guidelines

Funding Categories

THRIVE provides funding support for artist-led projects in three categories:

- **Community Art Sharing and Celebration (\$3,000):** A *Community Art Sharing and Celebration* project will support artist fees for projects that strategically shape the physical, social character and celebrate our Nashville neighborhoods through the sharing of an artistic practice. In this category, the community informs the artist's vision for the work. A competitive application will include an intention of social impact beyond a traditional audience experience.
- **Community Co-design & Collaboration (\$4,000):** A *Community Co-design & Collaboration* project will focus on collaboration with the community by actively engaging participants in the art-making process. These projects must involve a strong, committed partnership between the artist and a specific group, organization or neighborhood. The needs of the partner and the community should determine the vision for the artwork. The artwork should be largely process-based. In this funding category, the public is required to participate in the physical creation and/or design of the artwork.
- **Public Art (\$8000):** Public Art is a new category introduced to THRIVE in fiscal year FY18. This category supports the creation of temporary and permanent public artworks in a public space. A competitive application in this category will exhibit an intention of social impact beyond a traditional audience experience and/or show strong committed partnerships between the artist and a specific group, organization, or neighborhood. The needs of the partner and the community should determine the vision of the artwork. The artwork should be largely process based and the community is required to participate in the physical creation and/ or design of the artwork in this category. This funding category requires the approval of the Metro Art Commission's Public Art Committee in addition to the Metro Art Commission.

Eligibility

- Individual artists that reside or conduct programming in Davidson County are eligible to apply.
- Businesses and organizations must be established in Davidson County to be eligible to apply
- Organizational applicants must have a professional artist identified to lead the art process.
- Individuals requesting or receiving funds must be at least 18 years of age.
- Applicants (artists or organizations) may receive funds for one project per year (12 month period).
- Metro Arts grantees (organizations that receive funding from any grant administered by Metro Arts) in the same fiscal year are not eligible to apply for THRIVE funds.
- Projects being funded by any grant administered by Metro Arts in the same fiscal year are not eligible for THRIVE funding.
- Partnerships with other artists, organizations, businesses and/or neighborhood groups are required.
- THRIVE funded projects must be completed within the fiscal year in which the funds were requested. (Metro's fiscal year is July 1 – June 30)
- Eligibility concerns will be examined per case

Applicants (and immediate family members) are ineligible if they are serving as an employee of the Metro Nashville Davidson County Government or Metro Nashville Public Schools or are members of the Metro Arts Board of Commissioners or Public Art Committee.

Artist Qualifications

For the purposes of the THRIVE program, artists are defined as individuals or a group who practice in the unique creation and public display or performance of visual arts, craft, sound and performance art, film and television (including production), theatre, dance, music or literary arts and can demonstrate at least two years of exhibition, performance or professional history.

THRIVE Project Requirements

- Projects must occur in the public domain.
- Applicants must obtain all permits, licenses, and permissions necessary for their project.
- Applicants will ensure that the project complies with all applicable laws and regulations.
- Projects must be accessible and welcoming to people of all cultural backgrounds, economic status, sexual orientation, gender-identity, age and ability.
- Successful projects will align with the THRIVE's goals and objectives by promoting artistic excellence, impacting neighborhoods (within Davidson County) and actively engaging participants through community input in project planning, decision-making, art-making, etc. See Scoring Criteria.

Funding Guidelines and Restrictions

- Funds may only be used to pay for artist fees, direct project management costs and/or art related supplies or materials that support the project.
- THRIVE guidelines do not require a dollar for dollar match; however, applicants are strongly encouraged to match the requested funding as much as possible to strengthen the competitiveness of the proposal.
- Funds cannot be matched with another Metro Arts funding source.

THRIVE funds may not be used:

- For ongoing, embedded or permanent programs of Metro Departments or Authorities
- For durable goods, including equipment or capital improvements. Other examples of durable goods include: appliances, furniture, musical instruments, consumer electronics and sporting goods.
- For administrative supplies.
- For the purchase of real property.
- For the reduction of accumulated deficits or debts.
- For projects already completed, exhibited or performed.
- For refreshment costs.
- For activities or programs with religious content, study, or practice. Metro Arts funds must be used for secular arts activities only.

Complete proposals will include:

- Completed Online Application (via Submittable/online form)
- Link to artist's website or online presence (social media or other digital formats are accepted)
- Resume or CV (2-3 pages max) demonstrating artistic experience of at least two years of exhibition, performance or professional history.
- Two Letters of Recommendation (preferably from project partners or those who have worked with the artist previously on a project).

- Completed Budget Form
 - Completed Public Artwork Information Form if requesting funds for a temporary or permanent public artwork (i.e. mural, sculpture, site-specific work). This form is required for the **Public Art Category**.
 - Artist's supporting materials
 - Visual arts: Up to 6 images
 - Performing Arts: up to 3 minutes of video or audio material.
 - A link to a Youtube or Vimeo site is sufficient. This link can be pasted in a word document and attached to the application.
 - Literary arts: up to 6 pages of material
- Mp3's, word documents, Jpg, and PDF files are the only acceptable file attachments.
- Completed Metro Arts Vendor Form
 - A Social Security number or federal tax identification number issued by the Internal Revenue Service.

**Incomplete Applications will not be reviewed.*

Application, Approval, Awards and Closeout Process

Proposals must be submitted via a simple [online form](#).

Step 1: Pre-Coaching: Attend a THRIVE online webinar, in person workshop, or schedule a one-on-one in-person or phone consultation with Metro Arts staff.

Step 2: Submission: Submit online application at any point before the deadline.

- Submission Deadlines: July 31, 2017; September 30, 2017; November 30, 2017; February 28, 2018.*
 - *If funding is not fully allocated after February 28th, application deadlines will be March 31, 2018, April 30, 2018, and May 31, 2018 or until THRIVE funding is fully allocated.*
- Submit application at least 2 weeks prior to deadline in order to assure staff review and feedback on application. This is not required, but strongly encouraged.
- Applications that are not awarded are eligible to submit for the next deadline.
- Online applications may be amended at any time prior to the deadline, but not after.

Step 3: Staff Review, Scoring, and Recommendation to Metro Arts Commission

Step 4: Review and Approval by the Metro Arts Commission

- August 17, 2017; October 19, 2017; December 21, 2017; March 15, 2018*
- * Commission meetings are open to the public, but attendance is not required.

Step 5: Award Procedure and Post-Award/ Pre-Project Coaching:

Applicants will be notified via email of the status of their proposal.

If a project is funded, the applicant agrees to the following terms:

- Funds will be distributed via check to the applicant. Upon being notified of funding approval, the applicant may submit a signed invoice for up to 80% of the funded amount with a revised budget/project scope form. If applicant is awarded funding in the Public Art Category, final artwork design must be submitted with the first invoice.
- Staff or Commission could request additional information from the artist that must be submitted prior to the fulfillment of the first invoice.

- Metro Arts can continue coaching and advising projects after being awarded if needed and/or desired.
- The remaining 20% of the funds can be requested via invoice upon meeting all of the project completion requirements.
- Recipient will use funds to pay for artist fees and/or purchase supplies and materials that support the project described in the proposal.
- Recipient will comply with all applicable laws and regulations.
- Recipient will obtain all permits, licenses, and permissions necessary for the project.
- If requesting funds for a Public Artwork, recipient must submit final artwork design for Metro Arts review with the first invoice for payment and before fabrication or installation begins.
- In all publicity, promotions and/or printed materials related to the project, the recipient will credit Metro Arts according to the Credit and Logo Usage Guidelines.

Applicants who are not funded may request scores and feedback.

Step 6: Closeout

- Within thirty days of project completion recipient will submit a final project report including the following items:
 - Completed Final Report Form
 - Invoice for remaining balance of funds owed
 - One piece of promotional material showing required credit to Metro Arts credit. (i.e. email, poster, social media screenshot, etc.) See Metro Arts Credit & Logo Usage Guidelines.
 - Provide high-resolution photos and/or videos of the project
 - All Projects must be closed out by June 15, 2018
- ✓ *Projects are funded at the discretion of Metro Arts and the Commission. Not all projects are funded. The funding decisions of Metro Arts are final.*
 - ✓ *Projects are not always fully funded at 100%. Many projects are funded partially.*
 - ✓ *Funds are often expended prior to the final deadline.*
 - ✓ *Projects are funded on a competitive first-come, first-serve basis. When THRIVE funds are depleted, Metro Arts will note that on the web site and in other program communications.*

Liability and Indemnification

Metro's liability is limited to the amount funded. Applicant agrees to indemnify and hold harmless Metro, officers, agents, and employees from:

- A. Any claims, damages, or costs and attorney fees for injuries or damages arising, in part or in whole, from the negligent or intentional acts or omissions of Applicant, its officers, employees, and/or agents, in connection with the project, and
- B. Any claims, damages, penalties, costs, and attorney fees arising from any failure of Applicant, its officers, employees, and/or agents to observe applicable laws, including, but not limited to, labor laws and minimum wage laws.
- C. Metro will not indemnify, defend, or hold harmless in any fashion the Applicant from any claims arising from any failure, regardless of any language in any attachment or other document that the Applicant may provide.
- D. Applicant shall pay Metro any expenses incurred as a result of Applicant's failure to fulfill any obligation in a professional and timely manner.

Selected applicants are required to credit Metro Arts according to the Credit and Logo Usage Guidelines (see below) in all publicity, promotions, and/or printed materials related to the project.

Any final products from the project are the sole responsibility of the applicant. Metro is not responsible for installation, maintenance or removal of a project.

Scoring Criteria: ALL categories will be scored under the following rubric:

Artistic Excellence (Maximum of 25 points): Quality and excellence in artist merit, skill, and practice. The applicant clearly explains their artistic practice and methods for creation and has experience in those practices and/or is working with partners in the community toward quality artistic outcomes. The artist's work samples will also be a contributing factor in determining Artistic Excellence.

Neighborhood Placemaking (Maximum of 25 points): The project activates a neighborhood, connects neighborhoods, and/or the larger Nashville community. The project reimagines a space or activates it artistically. The project addresses a community-defined cultural, social, or economic need. The artist(s) has innovative ideas for working in the public realm. Project elevates issues in the community, engages citizens in a dialogue, and creates a social impact.

Community Engagement/Participation* (Maximum of 25 points): The community is clearly defined in the project. The project is inclusive of the whole community and citizens whose opportunities might be limited because of geography, economics, ability, age, race or cultural background are given priority. The project welcomes the community into the art form. The community and artist are engaged in a creative exchange, as the community informs the art making and decision making process. The art making activities or performances are accessible to the public. Project elevates issues in the community, engages citizens in a dialogue, creates a social impact. Projects bring attention to specific challenges in the civic realm.

Project Feasibility and Logistics (Maximum of 25 points)

The proposal demonstrates an ability to carry out the proposed project. It has a realistic budget and timeline. The individuals, organizations, and entities that the applicant is partnering with to execute the project have been identified. The partners are invested in the project and will ensure its success. Evidence of feasibility and durability of materials, if physical artwork is proposed.

Metro Arts Credit & Logo Usage Guidelines

In all publicity, promotions and/or printed materials related to the project, recipients of THRIVE funding will credit Metro Arts including detailed recognition and specific logo placement as appropriate. This public acknowledgement must include, but is not limited to, prominent display of the Metro Arts logo and/or approved text that explicitly states that Metro Arts supports specific project. This acknowledgement must be included in, but is not limited to, news releases, marketing materials, advertisements, publications and other materials offered to the public, signs or notices on or around a grantee organization's base of operations, web sites and online communication, speeches and public appearances.

THRIVE is NOT a grant. It is a micro-funding program. We have to be very clear in our communications due to the contractual nature of “grants.” In press communications, please use the following approved language: **“This project is funded in part by the Metropolitan Nashville Arts Commission.”**

[Download the current Metro Arts logo here](#)

Social Media Recognition

In social media promotions related to the project being funded the recipient will tag Metro Arts and utilize preferred hash tags when appropriate. See Metro Arts handles, preferred hashtags and recommendations for social media engagement below.

Twitter

- Through professional and/or personal accounts follow **MetroArts1** Twitter account <https://twitter.com/metroarts1>
- When making posts about your project tag us in your tweet by using our handle **@MetroArts1**
- Include the hashtag: **#artsnashville #THRIVEartist**

Facebook

- Through professional and/or personal pages, “like” the **Metro Arts (Metro Nashville Arts Commission)** Facebook page <https://www.facebook.com/MetroNashvilleArtsCommission>
- When making posts about your project, tag **Metro Arts** in them (**@Metro Arts (Metro Nashville Arts Commission)**)
- Tag **Metro Arts (@Metro Arts (Metro Nashville Arts Commission))** in any photos/videos you post related to your project. Be sure to share photos on the **Metro Arts** page as well.
- Utilize the **#artsnashville #THRIVEartist** hashtag on Facebook posts related to your project.

Instagram

- Follow **MetroArts1**. (<http://instagram.com/metroarts1>)
- Tag your Instagram photos of **your project** with **@metroarts1**
- Utilize the **#artsnashville #THRIVEartist** hashtag on Instagram posts